

Solicitation No.

Attachment - (TBD)

CONTRACT DATA REQUIREMENTS LIST(CDRL)

ADMINISTRATION AND IMPLEMENTATION INSTRUCTIONS

BALLOON INFLATION AND LAUNCH SHELTER (BILS)

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**PART I**

**CDRL ADMINISTRATIVE REQUIREMENTS**

1. The Contractor shall designate a focal point for integrating the data management effort and coordinating Contractor recommended changes, additions, or deletions of Data Items.
2. The Contractor shall afford the Government access to internal documents released to design, develop, test, and manage the acquisition of the system/equipment.
3. The Contractor shall assist the NWS in updating the Contract Data Requirements List (CDRL). This assistance shall include the identification of additional items and recommendations for revisions or deletion of items listed in the CDRL when appropriate.
4. To the extent required by reference in the CDRL, the Data Item Description (DID) (DD Form 1664) shall be used by the Contractor for fulfilling contract data requirements. Standard DIDs are listed in Department Of Defense (DOD) Acquisition Management Systems and Data Requirements Control List (AMSDL) Vol.II. DOD 5000.19-L, and are attached. Unique DIDs for one-time use with this Contract are also attached. Any comments, explanations, or limitations pertaining to an individual DID appear on either the CDRL Item (in Block 16) or on an attached backup sheet. Such comments shall be considered a part of the DID.
5. Unless otherwise stated, the data delivery due dates are defined as "on-dock" dates at point of destination. Data shall be delivered prior to the end of the business day on the due date specified on the CDRL. A data item rejected by the technical office on the grounds of non-compliance with valid contract requirements shall be considered delinquent by the Contracting Officer until such time as the data item becomes acceptable by the office of prime responsibility and the Contracting Officer. The Contractor may deliver data items earlier than the date required by the contract/CDRL, but only if early delivery is acceptable to the Government and does not obligate the Government to perform any actions earlier than originally scheduled.
6. A letter of transmittal is required for each CDRL delivery. Documents delivered must be sequentially numbered within CDRL sequence numbers (e.g. third delivery of CDRL Item A004 shall be

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identified as A004-03). Unless otherwise stated, the letter shall be addressed to the Requiring Office (Block 6 of the DD Form 1423). The letter of transmittal shall include:

- C Contractor letter number
- C Date of Preparation
- C Contract Number@
- C CDRL sequence number
- C Document Title
- C Additional distribution (including addressees and number of copies)
- C Other pertinent information

7. DID Tailoring is indicated by the addition of the suffix "T" to the DID number entered in Block 4 of the CDRL (DD Form 1423). For example, if the DID requirements were modified for DID DI-MGMT-80004, the Block 4 entry on the CDRL would be DI-MGMT-80004/T and tailored requirements would be stated in Block 16 - "REMARKS" or on a DID backup sheet. Tailoring is used to either relax format requirements or change the DID to be in consonance with the source document tailoring contained in the Statement of Work (SOW). If the requirements of a DID are found to be in conflict with the tailored application of the source document tailoring shall take precedence.

8. All data shall be reproducible through the medium of standard commercial reproduction equipment. Unless otherwise specified in Block 16, all electronic media documents shall be on 3.5 inch high density DOS-formatted diskettes. Electronic media requirements for technical documentation, technical manuals, and engineering drawings shall conform with programs/media as specified in the following chart:

ELECTRONIC PROGRAMS/MEDIA	TECHNICAL DOCUMENTS			TECHNICAL MANUALS			DRAWINGS	
	DATA	TEXT	ILLUS/ GRAPHS	TEXT	FLOW- CHARTS	ILLUS/ GRAPHS	TEXT	SCHEM- ATICS
WordPerfect 8.0		X	X	X		X	X	
MS WORD		X	X	X		X	X	
AUTOCAD 12/13							X	X
Contractor Program (Native file) format	X		X					

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Contractor CAD* Program (Native file) format							X	X
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\*CAD - Computer Aided Design

Other media shall include electronic mail, facsimile transmission, telex, telephone or other means as directed by the procuring activity.

9. Unless otherwise stated in the CDRL, the Government will respond within 60 days after receipt of data deliverables requiring approval. If a definitive response within 60 days is not received from the Government, it shall not be interpreted as Government concurrence, nor will it become the basis for an "Excusable Delay" charge by the Contractor. If a definitive response within 60 days appears unlikely, the Government will respond within 45 days with the estimated response date.

10. All references to days shall be construed to be calendar days unless otherwise specified.

11. All drawings and documentation shall be prepared and submitted in the English language.

12. The Contracting Officer unilaterally may change the place of delivery and the technical office for any data item of any CDRL at no change in contract price.

13. The Contracting Officer may increase or decrease the number of addressees and/or increase or decrease the number of copies (draft, regular or reproducible) specified for any data item of any CDRL item at no change in contract price, provided that such an increase or decrease is not greater than 100% of the total number of copies initially specified.

14. For documents revised or accepted at a meeting or conference, the Contractor shall submit a letter of confirmation identifying the actions agreed upon to all recipients of the original document.

15. No electronic media will be required for data items where existing commercial manuals are applicable. However, the Contractor shall attempt, on a best effort basis, to acquire for the Government, commercial manuals electronic media from the vendors as may be available.

16. For those data items where an electronic media copy is required, the Government recognizes that some degradation may occur to print commands, pagination, etc., during the process of converting from the

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original format to the deliverable format. As a result, the printed copy generated from the delivered electronic media is not required to meet the respective DID format requirements for the CDRL item.



**PART II****DESCRIPTION OF CDRL FORM BLOCKS****Block 1 - DATA ITEM NUMBER**

Each DD Form 1423 is assigned a CDRL sequence number to facilitate data tracking. The CDRL sequence numbers are comprised of two elements. The first element consists of a single alpha indicating the exhibit letter, such as "A", "B", "C", etc. The second element consists of three digits and indicates a consecutively-assigned alpha-numeric sequence such as 001,002,003, etc. For example the first CDRL to a contract Exhibit could be assigned CDRL sequence number A001, the second A002, and so on until all CDRLs are sequentially numbered.

**Block 2 - TITLE OF DATA ITEM**

This block gives the exact title of the data item as it appears on the Data Item Description (DID). When TMCRs are used for technical manuals, the type of the technical manual will appear in this block.

**Block 3 - SUBTITLE**

This block provides additional title information for the data item if the title requires further identification.

**Block 4- AUTHORITY**

This block gives the identification number, including revision letter, of the DID which specifies the requirements for the data item. "OS01" indicates a specific data item, unique to the NWS Balloon Inflation and Launch Shelter (BILS) Program. This block may also identify the Technical Manual Contract Requirements (TMCR) number (if available) when technical manuals are being procured.

**Block 5 - CONTRACT REFERENCE**

This block provides a reference to the specific paragraph number of the Statement of Work (SOW) which specifies the tasking requirement for the data item.

**Block 6- REQUIRING OFFICE**

This block identifies the National Weather Service (NWS) organizational code as the office responsible for advising the

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contracting officer on the technical adequacy of the data item.

#### **Block 7 - DD-250 REQUIREMENTS**

This block indicates with a D or S that a DD-250 is required and designates the location for performance of Government inspection and acceptance of the data item. The location is indicated by a two character code as follows:

<u>Code(1)</u>	<u>Meaning</u>
DD	Both Inspection and Acceptance at Destination.
DS	Inspection at Destination and Acceptance at Source.
LT	Only a Letter of Transmittal is required.(No DD-250 required)
NO	No Inspection, Acceptance, or Letter of Transmittal is required.(No DD-250 required)
SD	Inspection at Source, Acceptance at Destination.
SS	Both Inspection and Acceptance at Source.
XX	Inspection and Acceptance requirements are specified elsewhere in the contract.
Note(1)	S - Source indicates the Contractor's facility. D - Destination indicates delivery location specified in the contract.

#### **Block 8 - APPROVAL CODE**

This block indicates the requirement for Government approval of the data item. Requirements are indicated by two codes as follows;

<u>Code</u>	<u>Meaning</u>
A	Formal written approval is required prior to final acceptance of the data item by the Government. If it is determined that certain of the BILS contractual requirements for this data item are not satisfied, the Government will notify the Contractor of each deficient area and will withhold final acceptance pending correction of all deficiencies by the Contractor. Unless otherwise specified, resubmittal of disapproved data shall be delivered 30 calender days after Contractor receipt of Government disapproval

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notification. Any revisions to approved documents shall also require formal written approval. In the event of conflict between the approved document(s) and the contract, including the SOW and all referenced specifications, Section H.3, Order of Precedence, of the contract shall be followed.

Blank      Approval not required.

#### **Block - 9   DISTRIBUTION STATEMENT REQUIRED**

This block specifies the distribution statement required for the data item. The applicable codes are as follows:

<u>Code</u>	<u>Meaning</u>
A	Approved for public release; distribution is unlimited.
B	Distribution authorized to US Government agencies only for administrative or operational use; (date TBD). Other request for this document shall be referred to W/OS01 Silver Spring, MD 20910.
C	Distribution authorized to US Government agencies and their Contractors only for administrative or operational use (date TBD). Other request for this document must be referred to W/OS01 Silver Spring, MD 20910.
N/A	Distribution statement not applicable.

#### **Block 10 - FREQUENCY**

This block specifies the frequency of submittal for the data item. Data of a recurring type shall be submitted at the end of the reporting period established in this field unless otherwise indicated in Block 12, 13, or 16. The codes used are as follows:

<u>Code</u>	<u>Meaning</u>
ANNLY	Annually
ASGEN	As generated (See Block 16)
ASREQ	As required (See Block 16)
BI-MO	Every two months

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BI-WE	Every two weeks
MTHLY	Monthly
ONE/R	One time and revisions (revision submission requirements are specified in Block 13 or 16)
OTIME	One time
QRTLY	Quarterly
R/ASR	Revisions as required (revision submission requirements are specified in Block 13 or 16)
SEMIA	Every 6 months
XTIME	Multiple separate submittals (e.g. 2TIME, 3TIME, etc.)
SEE	
BLOCK 16	Submission requirements are fully described in Block 16

#### **Block 11 - AS OF DATE**

For data of a recurring type, this block may be used to indicate the starting date for the required reporting interval. N/A indicates this block is not applicable.

#### **Block 12 - DATE FOR FIRST SUBMISSION**

This block contains the date that the initial data submission is to be delivered to the Government. This date may be an actual calendar date or keyed to a specific event or milestone. The codes used are as follows:

<u>Code</u>	<u>Meaning</u>
ASGEN	As Generated
ASREQ	As Required
DAC	Days After Contract Start
DARC	Days After Receipt of Comments
DARP	Days After Reporting Period
DATC	Days After Test Completion
DPT	Days Prior To (an event)
MAC	Months After Contract Award
NLT	Not Later Than
SEE	
BLK 16	Indicates submission requirement is fully described in Block 16

**Block 13 - DATE OF SUBSEQUENT SUBMISSION**

For data which is submitted more than once, this block contains the requirements for all submissions after the initial submittal. Codes used are the same as those used for Block 12. However, the two most used codes are DARC and See Blk 16.

**Block 14 - DISTRIBUTION**

This block specifies the addressee codes and the number of draft copies and final (regular and reproducible) copies required to be provided to each addressee. Reproducible copies shall be supplied as electronic media as described in Block 16 of each CDRL Item. Code (NWS Contracts Code Here) shall receive only a letter of transmittal (paper copy) for all CDRL Items. The attached Distribution Addressee List (Part III) gives the full mailing address for each addressee code.

**Block 15 - TOTAL COPIES**

This block specifies the total number of draft and final (regular and reproducible) copies required.

**Block 16 - REMARKS**

This block contains pertinent data information not specified elsewhere on the CDRL form. This block contains amplification and clarification data for other blocks.

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**PART III**  
**DISTRIBUTION ADDRESSEE LIST**  
**(TBD)**